

B. RECERTIFICATIONS FOR FOOD ASSISTANCE

Effective October 1, 2002

WAC 388-434-0010 How do I get food assistance benefits after my certification period has ended?

To keep getting food assistance benefits after your certification period in WAC 388-416-0005 has ended, we must determine if you are still eligible for benefits. This is called recertification.

- (1) To be recertified for food assistance, you must:
 - (a) Turn in and sign an application for benefits as required under WAC 388-406-0010. If you complete an electronic application, your signature is the password you use to complete the electronic application;
 - (b) Complete an interview if you are required to have an interview under WAC 388-452-0005; and
 - (c) Submit needed proof of your circumstances if we ask for it.
- (2) If you reapply timely and get recertified before your certification period ends, we will keep depositing your benefits into your EBT (electronic benefit transfer) account on the same day of the month. To reapply timely, we must get your application by:
 - (a) The fifteenth day of the last month of your certification period; or
 - (b) The fifteenth day after you get your approval letter for food assistance when your certification period is two months or less.
- (3) When we decide if you are eligible for benefits, we will send you a letter to tell you that your benefits have been approved or denied as required under chapter 388-458-WAC. If you reapply timely and complete the steps required in section (1), you get the approval or denial letter:
 - (a) By the end of your current certification period if you completed the steps required in section (1) by the fifteenth day of the last month of your certification period; or

- (b) By the thirtieth day after you got your last benefit amount if you were certified for one month.
- (4) If you do not turn in an application form by the end of your current certification period, you have not taken the action we require for you to get ongoing food assistance benefits. Your food assistance benefits stop at the end of your certification period.
- (5) If you turn in your application before your certification period ends, we start your food assistance from the first of the month of your new certification period after we determine if you are eligible for food assistance. If you do not reapply timely, your benefits for the first month of your new certification period may be delayed.
- (6) If you turn in your application after your certification period ends, we treat the application as a new application for benefits. We start your food assistance from the date you turned in the application after we determine if you are eligible for food assistance.

CLARIFYING INFORMATION

1. Clients who need Necessary Supplemental Accommodation (NSA) services have additional time to meet recertification requirements. NSA clients who meet certification requirements within 20 days after the end of their certification period have their benefits start on the first of the month of the new certification period. See chapter 388-472-WAC.
2. Clients can recertify food assistance benefits by:
 - Completing the DSHS 14-0001(X) Application for Benefits;
 - Completing the DSHS 14-078(X) Eligibility Review;
 - Participating in the interactive ACES Application for Benefits (AFB); or
 - Completing the online application.
3. Clients are sent a notice of expiration by the first day of the assistance unit's last

month of certification when their AU is certified for three months or more.

4. See **LETTERS** for information on requirements for approval and denial letters.
5. See **LEP** (Limited English Proficiency) for information on translation requirements for letters.

WORKER RESPONSIBILITIES

1. Determine if the client must have an interview for food assistance. If an interview is required, schedule the client an appointment. See **Interview Requirements**.
2. At recertification:
 - a. Review the DSHS 14-113(X), Rights and Responsibilities with the client; explain their reporting requirements, and give them a copy of the form;
 - b. Ensure that the DSHS 14-001 (X) or DSHS 14-078 (X) is completed and signed or that the client has reviewed and signed the ACES AFB.
3. If you certify the client for two months or less, include the notice of expiration on the AU's approval letter for food assistance. Give or send the client the DSHS 14-001 (X) or DSHS 14-078 (X) to reapply for benefits.